Instructors

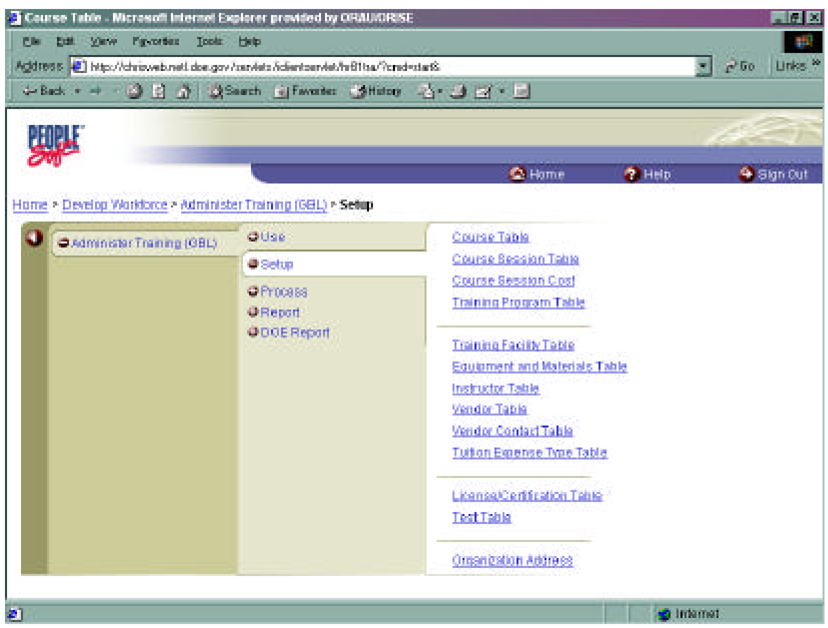
BUSINESS RULE

Only DOE employees are identified as instructors in CHRIS. The employee's ID number is the Instructor's ID.

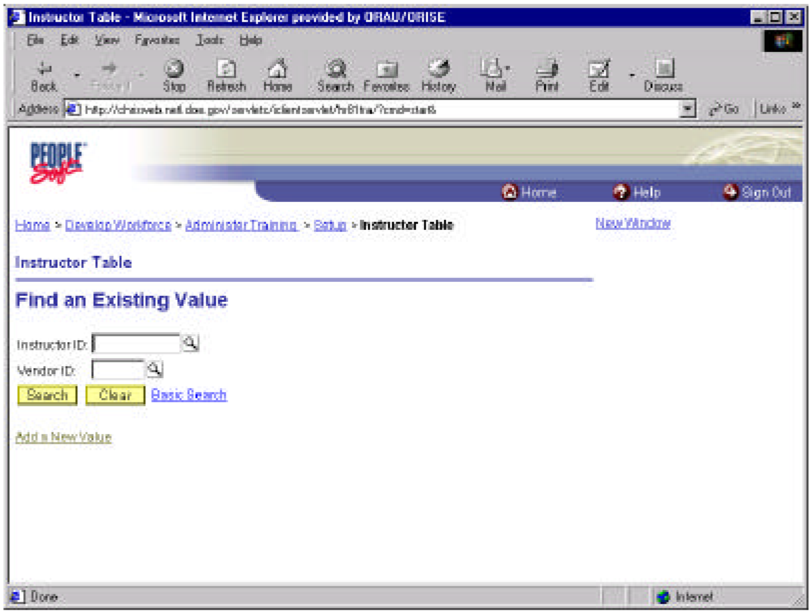
Adding an Instructor and/or Associating a Course with an Instructor

Instructors can be identified for each course within CHRIS. To associate a course with an instructor:

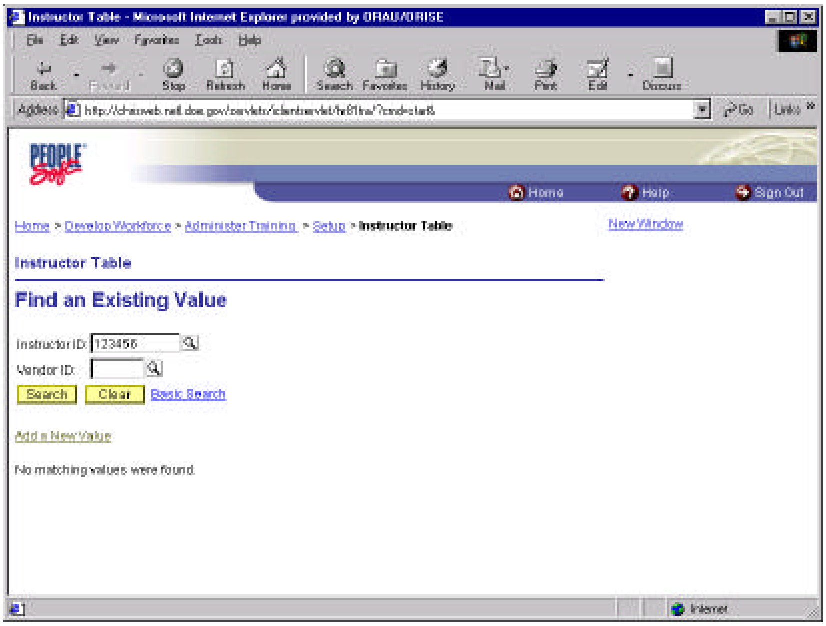
1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Administer Training (GBL)."
3. Click on "Setup."
4. Click on "Instructor Table."



The "Instructor Table " is displayed.

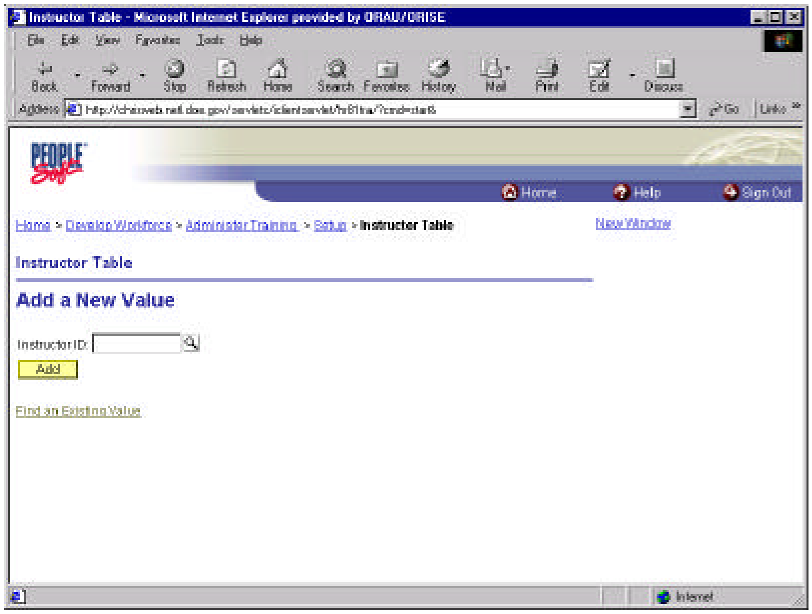


Enter the EmplID of the instructor in the "Instructor ID" field and click on "search." If no matching values are found, go to step 5. If the employee is an instructor in CHRIS, click on the "Qualification" tab to view the "Courses Qualified to Teach." If the course you would like to enter is not already listed, click the yellow plus button to add a course. Either enter the course number or go to step 11.

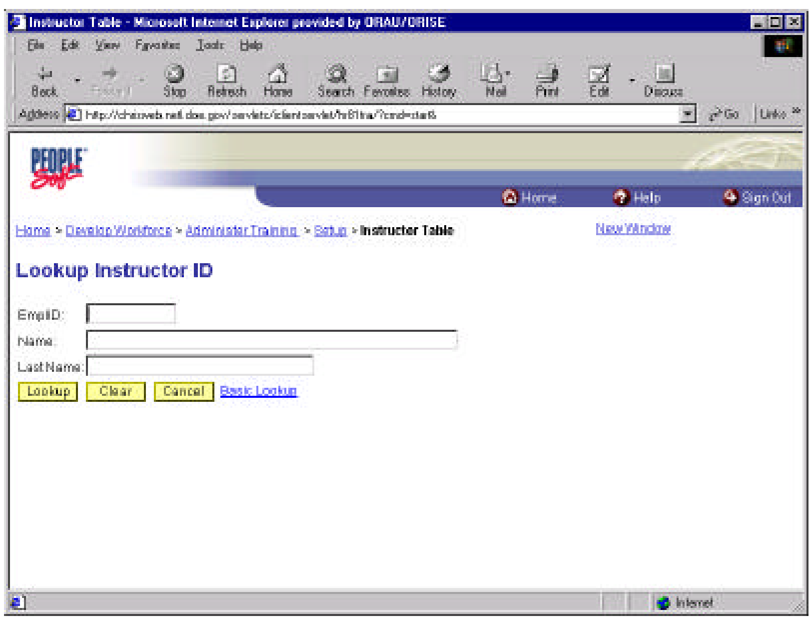


5. Click on " Add a New Value," if this is the first time that an instructor is being identified for a course.

   The "Instructor Table," "Add a New Value" screen is displayed.



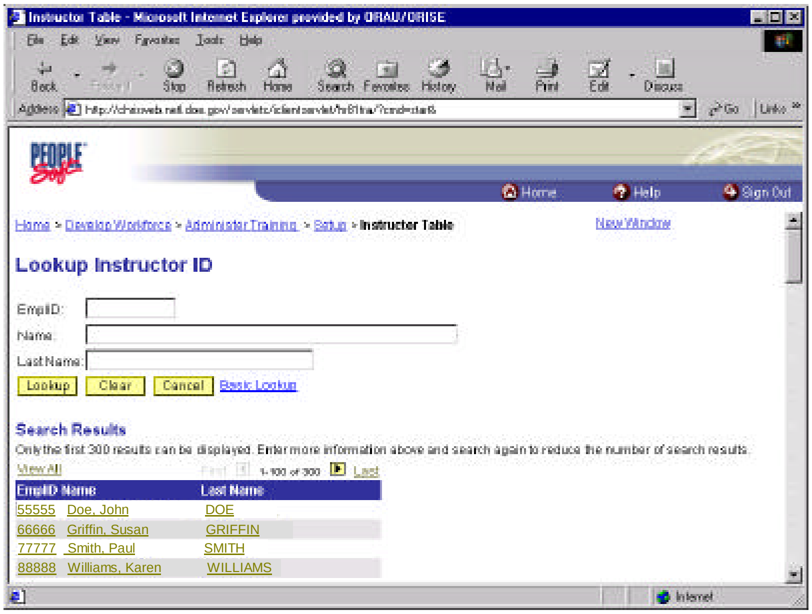
6. Enter the "EMPLID" if known and go to step 9 or click on the magnifying glass to the right of the "Instructor ID" field.



The "Instructor Table" screen is displayed.

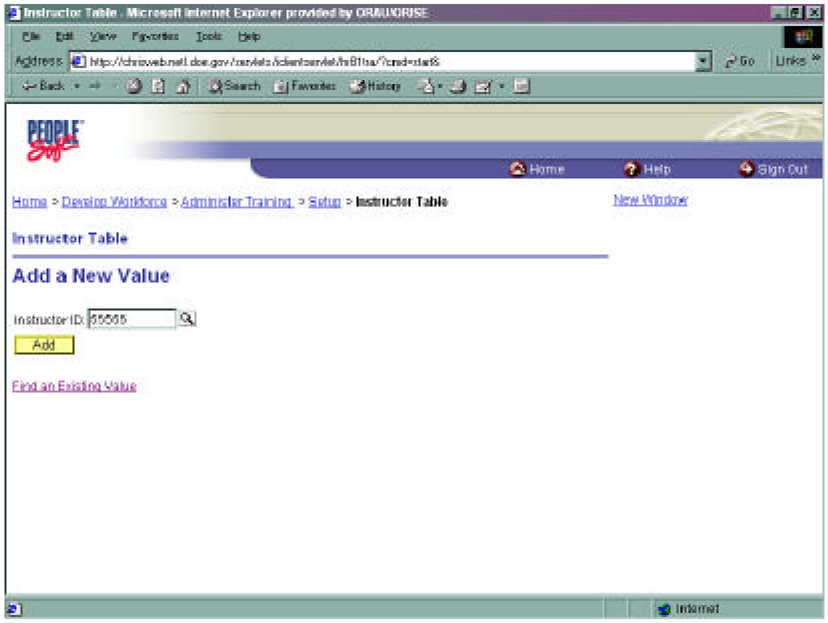
7. Enter the employee's name in the PeopleSoft format in the "Name" field or enter the last name in the "Last Name" field and click on the "Lookup" button.

Note: This list is not in alphabetical order. To see the listing in alphabetical order, enter a "%" sign in the "Last Name" field and click on the "Search" button.



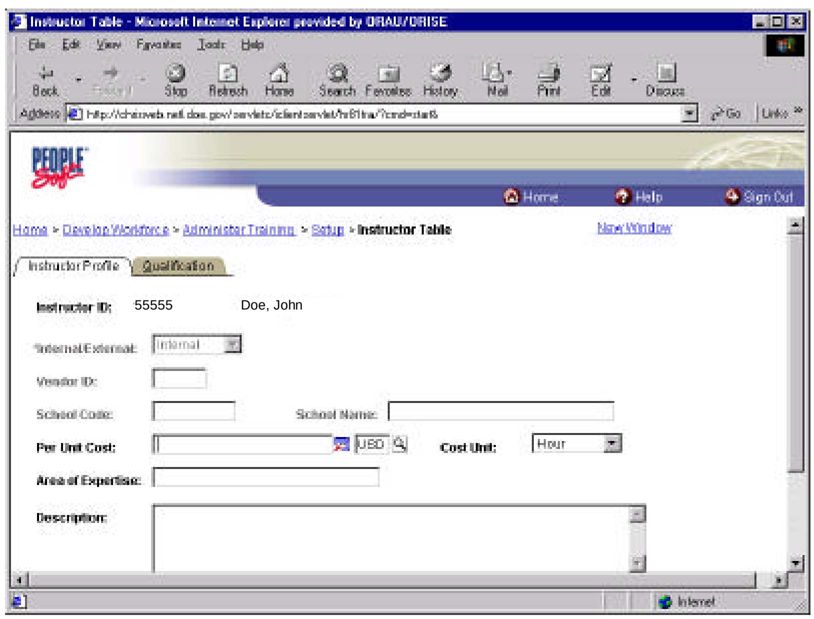
8. Click on the name of the employee who will be the instructor for the course.

Note: Only the first 100 names are displayed under the "Search Results." To view the next 100 names, click the right arrow to the left of the word last, or to view all names, click on the "View All" link.



The employee's ID is placed in the "Instructor ID" field.

9. Click on the " Add button."

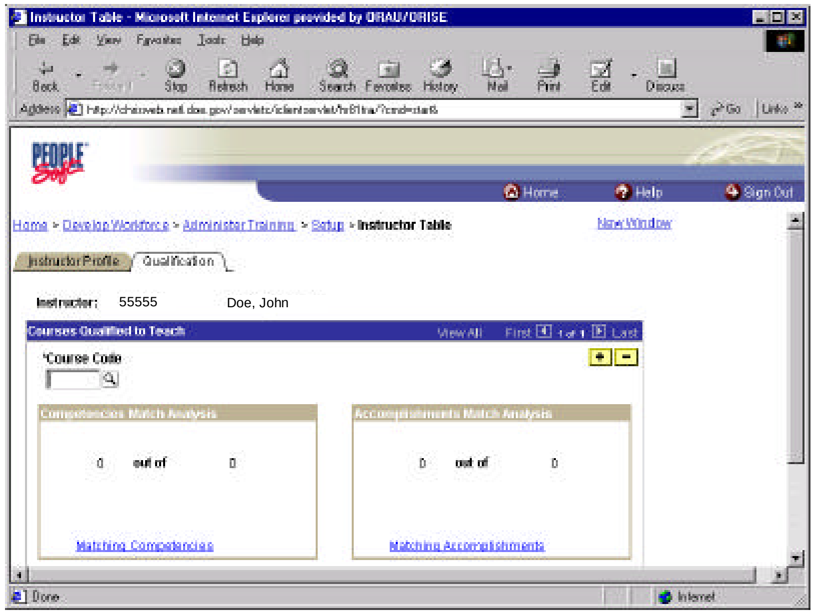


The "Instructor Profile" screen is displayed. It is optional to enter an area of expertise or any pertinent information in the description field.

Per Unit Cost

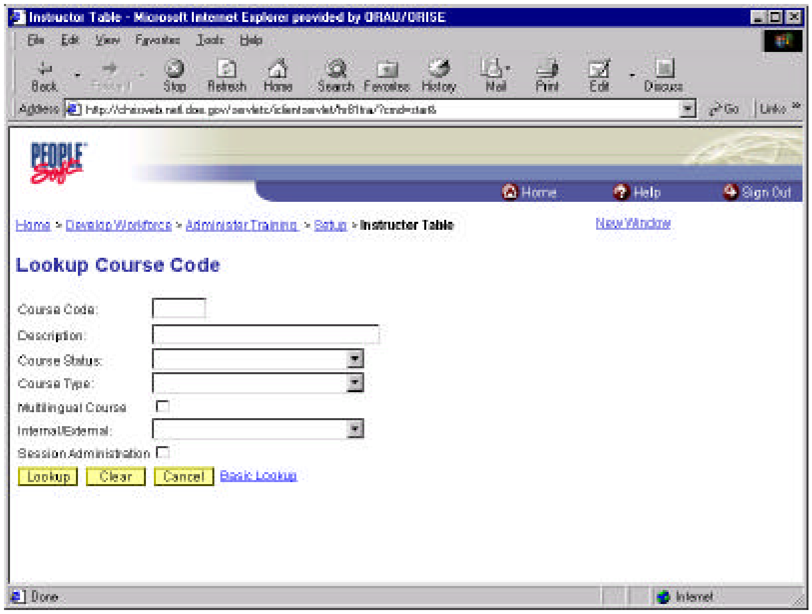
The per unit cost should remain blank.

10. Click on the "Qualification" tab.



The user must identify the courses the instructor will teach in order to be able to select the instructor when setting up the session.

11. Enter the course code if known or click the magnifying glass at the "Course Code" field to display a list of internal courses.

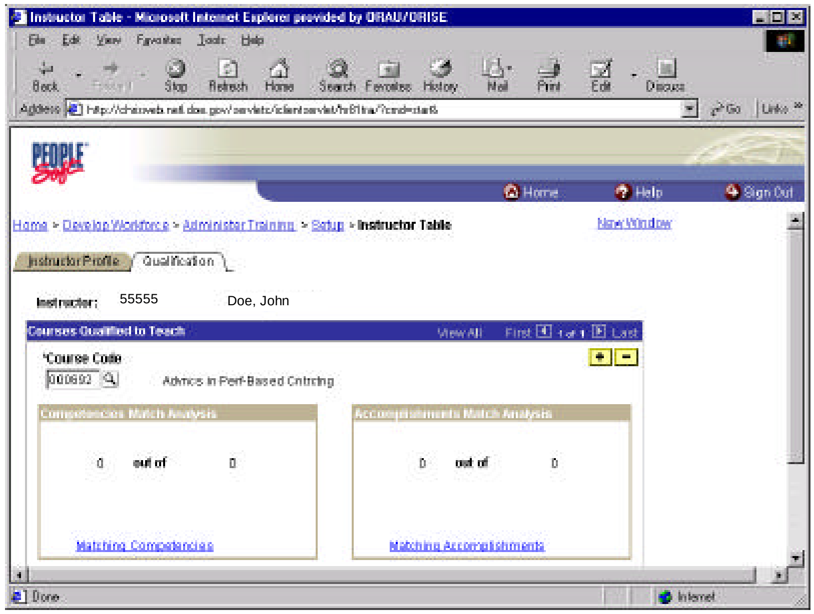


The "Lookup Course Code" screen is displayed.

Note: To reduce the number of search results, press the down arrow next to the "Course Status," "Course Type," and "Internal/External" fields and choose the appropriate selection.

12. Click the "Lookup" button.

13. Click on the course the instructor is qualified to teach.



The course code and title are displayed.

Note: If there is more than one course to add, click on the [+] icon. A row will be added below the cursor.

14. Click the "Save" button.

Establishing/ Rescheduling a Course Session

With the facility, vendor, and instructor information verified or added, the necessary elements for entering a course session are in place.

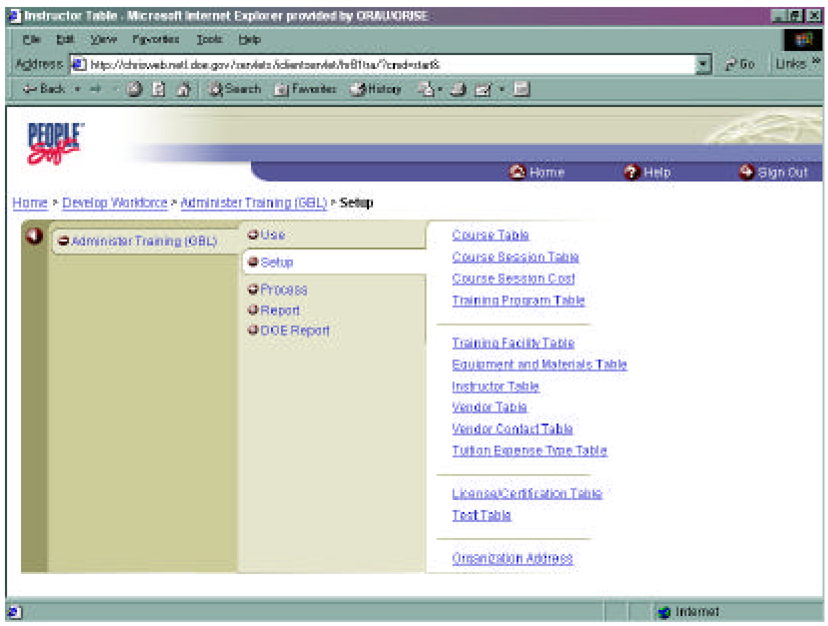
To establish a course session:

1. At the "Home" screen, click on "Develop Workforce."

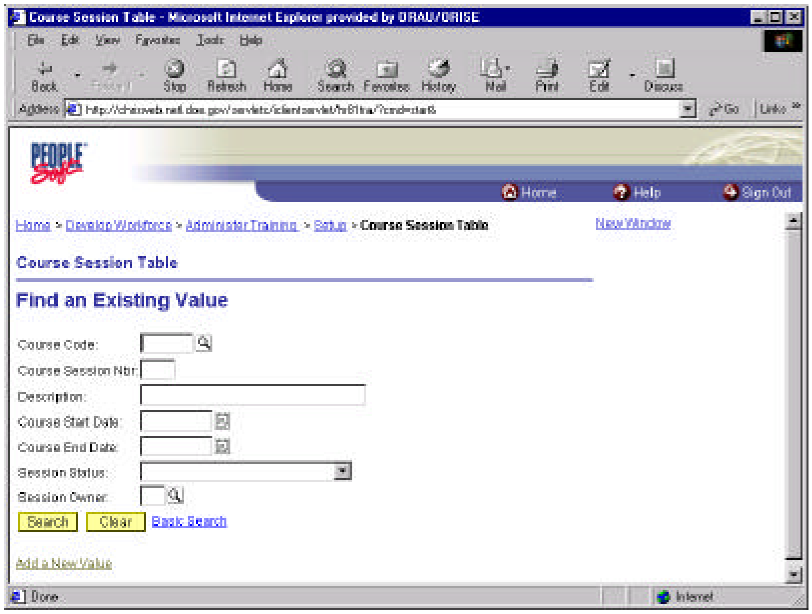
2. Click on "Administer Training (GBL)."

3. Click on "Setup."

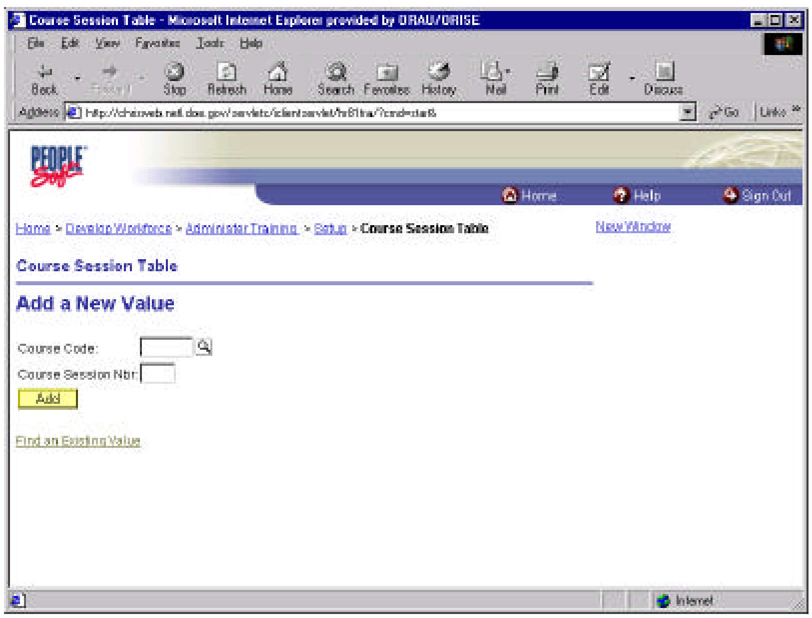
4. Click on "Course Session Table."



The "Course Session Table" screen is displayed.



5. Click on "Add a New Value."

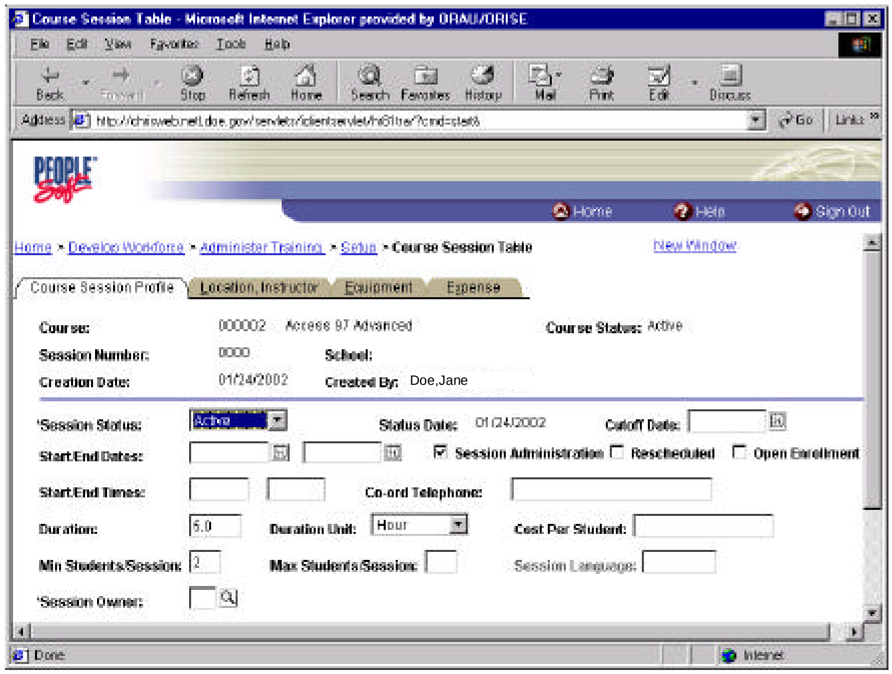


The "Course Session Table" screen is displayed.

6. Enter the course code into the "Course Code" field and click on the "Add" button.

Session Number

Do NOT enter a course session number. When a new session is saved for a course, CHRIS assigns a unique tracking number to the session. The course session number will display as 0000 until the new session entry is saved.



The "Course Session Profile" tab of the "Course Session Table" screen is displayed.

The course number, title, course status, and session number, are displayed.

Note: The system will automatically generate a new course session number that gives the course session its identity. However, 0000 will remain on the screen until the action is saved.

7. Keep the session status "Active." (The other choices are "Canceled" or "Complete.")

   Note: The status date defaults to the current date; this is the date the session is entered into the system.

8. Press the "Tab" key.

9. Enter a registration "Cut Off Date."

10. Enter the start date. You may also use the down arrow to the right of each date field to select the date from a pull down monthly calendar.

    Note: The date convention for both the start and end dates is: MM/DD/YYYY

11. Enter the "end date" field and key in the date or select it from the calendar.

12. Check "Rescheduled" if you are rescheduling and/or check "Open Enrollment" if participants from outside your organization will be accepted.

13. Enter the start time.

14. Enter the training session's ending time in the "End Time" field.

    Note: The time convention is: HH:MMAM (no space between the minutes and the AM).

    AM is the default setting for both start and end times. Be certain to check that AM/PM designations are correct! The course session duration defaults from the course table but can be changed. The duration default is set at hours because this is how DOE reports on the amount of training.

15. Enter the phone number of the session coordinator.

16. Enter the total hours of training in the "Duration" field.

    Note: The duration default is set at hours because this is how DOE tracks the amount of training.

17. Enter the cost per student if an organization is paying the costs for an individual student in the "Cost Per Student" field.

    Note: To record the total contract cost per session, use the "Session Expense" tab and "Session Expense."

Note: The convention for entering cost is:
[number] [number] [number] decimal point
[number] [number].

The dollar amount should be entered automatically from the course table information. If the course session cost per student is different, correct the cost by keying in the dollar amount. If there are no costs, leave this field blank.

18. Enter the minimum number of students required in the "Min Students/Session" field.

19. Enter the maximum number of students allowed in the "Max Students/Session" field.

Note: The convention for entering minimum and maximum number of students is simply the whole number. The maximum number of attendees a course session may have is not necessarily the same as the maximum number of attendees the facility location can hold.

20. Enter your sub-agency code in the "Session Owner" field.

21. Enter the "Co-ord Name."

22. Enter the "Email ID" of the Session Coordinator.

23. Click on the "Location, Vendor" tab.